



The American Center
U. S. Embassy, Dhaka

Instructions for Obtaining DUNS Numbers & N-CAGE Codes through Online Registration



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Instructions for DUNS Number Registration

Request your DUNS Number online at the prompt on the following page:

<http://fedgov.dnb.com/webform/newReq.do>

Created in 1962, the Data Universal Numbering System or D-U-N-S® Number is D&B's copyrighted, proprietary means of identifying business entities on a location-specific basis.

To learn more, you may visit www.dnb.com.



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Decide with Confidence

D&B DUNS Numbers™

for US Government
Contractors & Grantees

D-U-N-S Number Request > Search > Enter Your Company Information >

Request for New D-U-N-S Number

Any affiliated companies at the same address, will not be affected. If there are affiliated companies at the same address, please specify in the Notes section.

Complete the information below to obtain a new D-U-N-S Number for your company's physical location.

Note: All fields are required unless otherwise indicated.

Company Name

<input type="checkbox"/> Legal Name	<input type="text"/>
<input type="checkbox"/> Legal Structure	<input type="text" value="Select one"/>
<input type="checkbox"/> Tradestyle Name 1 (optional)	<input type="text"/>
Tradestyle Name 2	<input type="text"/>
Tradestyle Name 3	<input type="text"/>
<input type="checkbox"/> Phone Number of Business	<input type="text"/>

Full name of the applicant organization as it appears on its legal registration.

Doing Business As (DBA) or other name by which your organization is commonly recognized.

Country code not required.

Physical Address

<input type="checkbox"/> Street	<input type="text"/>
<input type="checkbox"/> City	<input type="text"/>
<input type="checkbox"/> State	<input type="text"/>
<input type="checkbox"/> Zip Code + 4/Postal Code	<input type="text"/>
Country	<input type="text" value="Select one"/>



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Mark this if applicable.

Mailing Address (optional)

☐ Same as Physical Address

? Street/ P.O. Box

City

State

Zip Code + 4/Postal Code

Country

Select one ▼

Organization Information

? Executive Name

Title

Select one ▼

? Primary SIC code

? Description of Operations

? Socioeconomic Data

Select one ▼

? Number of Employees(includes owners, partners, and/or officers)

? Annual Sales or Revenue

Enter first and last name of principal officer or owner.

Enter the four-digit primary SIC code that best describes the company. For SIC code reference information, please refer to https://www.osha.gov/pls/imis/sic_manual.html

A description of the business activity.



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Provide headquarters name and address (if there is a reporting relationship to a parent corporate entity).

? **Parent Organization (optional)**

Name	<input type="text"/>
Street	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code + 4/Postal Code	<input type="text"/>
Country	<input type="text" value="Select one"/>

? **Notes (optional)**

Submit Your Request

If you have technical difficulties, please contact govt@dnb.com

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Contact Information

Please Complete the following information so we may process your request.

Note: All fields are required.

Your Information

First Name

Last Name

Title

Phone

E-mail

Re-Enter E-mail

Provide name and contact information of the person submitting the application on behalf of the organization.

Please indicate only one category that describes the relationship you have or plan on seeking for providing goods and services under the legal business name you indicated:

- ☐ Federal Government Contractor or Vendor
- ☒ Federal Government Grantee or Applicant
- ☐ Both, Federal Government Contractor and a Federal Government Grantee
- ☐ U.S State Contractor or Grantee, please indicate which U.S State

Check the "Federal Government Grantee or Applicant" option from this checklist.

Do you understand that issuance of a D-U-N-S Number may lead to D&B contacting you periodically to maintain the accuracy of your entity's information on file?

Check 'Yes'.

☒ Yes



[Click here for a new image](#)
[Click here to listen to audio](#)
[Click here to download wav file](#)

Enter the verification code shown:

This is to prevent automated registrations

Submit Your Request



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You will receive an email from D&B confirming receipt of your new DUNS request with a Tracking ID.

Later, you will receive an email from D&B with your DUNS number.

If email delivery fails, please contact D&B at
SAMhelp@dnb.com for assistance.



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Instructions for N-CAGE Code Registration



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Request an N-CAGE Code from this page:

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Managed by the online NATO Codification tools, N-CAGE Code stands for NATO COMMERCIAL AND GOVERNMENTAL ENTITIES Code.

2/16/2015

CAGE/NCAGE Code Request



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CAGE/NCAGE Code Request

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CAGE/NCAGE Code Request

This [link](#) is to a document that explains CAGE/NCAGE procedures. It also includes the process as they relate to registering in and updating data in U.S. System for Award Management (SAM). We highly recommend organizations trying to do business with the U.S. Federal government read the document and follow the instructions. The document also contains points of contact for CAGE/NCAGE matters for the National Codification Bureaus.

Search Criteria

When the search is done, the "Request New" button will become available.

CAGE/NCAGE Code

Organization Name

Dhaka Test 123

Country

City

Dhaka

Postal Code

1234

Phone Number

123123123

Identification Number (IDN)



1. Enter the name of your organization, country and city information, etc.

2. Select the Enter key or click on the magnifying glass icon on the upper right side.



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CAGE/NCAGE Code Request

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Search Criteria

When the search is done, the "Request New" button will become available.

CAGE/NCAGE Code**Organization Name**

Dhaka Test 123

Country

BANGLADESH

City

Dhaka

Postal Code

1234

Phone Number

123123123

Identification Number (IDN)

Results

(N)CAGE	Organization Name	City	Postal Code	Country	Status
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No Matching CAGE code has been found

When the search is done, the **"Request New"** button will become available. Click on "Request New" and follow the directions to obtain an NCAGE Code.

Request New



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Request New CAGE/NCAGE Assignment



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Request New CAGE/NCAGE Assignment



Current application allows to request CAGE/NCAGE Codes for entities located in NATO or non-NATO countries as well as specific I-CAGE codes for SUPRA-national organizations like ISO, United Nations UN, NATO agencies etc

Country Check

Type of Entity*

Other

Other*

Organization

Emergency Level*

Routine

Is the entity to be registered is a supranational organization?*

☐ Yes

☒ No

⚠ Yes means I-CAGE. No means CAGE.

Country*

BANGLADESH

Select the type of entity from the drop down list. If you don't find an appropriate match, select "Other" and then type in your entity in the field that appears below.

Cancel

Start



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Request New CAGE/NCAGE Assignment



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Request New CAGE/NCAGE Assignment



Information related to the CAGE/NCAGE request initiator (data not recorded in the CAGE/NCAGE database). Please make sure your email address is valid, if not your request won't be processed.

Step 1 of 4: Initiator Data

First Name*

The

Last Name*

Boss

Organization Name

Dhaka Test 123

Address

11 Nowhere Street, Mycity - 1234

Country

BANGLADESH

Email*

DhakaTest123@mycity.org

Phone Number

123123123

Fax Number

Cancel

Previous

Next

Provide the name and contact information of the person submitting the application on behalf of the organization.



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Enter a maximum of information related to the entity to be recorded in the CAGE/NCAGE database.

Provide relevant information for each section.

Step 2 of 4: (N)CAGE Data

Organization Data - Generals

Organization Name*

DHAKA TEST 123

Country

BANGLADESH

Identification Number (IDN)

State

Organization Data - Geographical Location

Street*

11 NOWHERE STREET

City*

MYCITY

Postal Code*

1234

Organization Data - Postal Location

Post Office Box

City

Postal Code

Organization Data - Contact

Phone Number

123123123

Fax Number

Email*

DHAKATEST123@mycity.org

Website URL

Organization Data - Additional Information

Organization Code

National Standard Industrial Classification Code (NSICC)

Classification System of Economic Activities (NACE)

Universal Standard Product And Services Classification (UNSPSC)

North American Classification System (NAICS)

Common Procurement Vocabulary Code (CPVC)

Leave this section blank.

Cancel

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Additional information related to your request (not recorded in the CAGE/NCAGE database).

Step 3 of 4: Request Data

Organization Data - Generals

Type of Entity

Other

Questionnaire - Type of activity

Development of Public Standards*

☐ Yes ☒ No

Designer of Goods*

☐ Yes ☒ No

Manufacturer of Goods*

☐ Yes ☒ No

Vendor of Goods*

☐ Yes ☒ No

Service Provider*

☐ Yes ☒ No**Other**

Questionnaire - Future business

The CAGE Code Needed for an Invitation to Tender*

☐ Yes ☒ No

A Contract With an Armed Force or a NATO Agency Is in Preparation or Already Signed?*

☐ Yes ☒ No

The CAGE Code is Requested by the System for Award Management (SAM)*

☒ Yes ☐ No

Questionnaire - Former CAGE code

A CAGE Code Was Previously Allocated*

☐ Yes ☒ No[Cancel](#)[Previous](#)[Next](#)

Select answers that apply.

Provide explanation here if you marked 'No' for all other categories.

Mark 'Yes' for this option, and mark 'No' for all other options in this section.



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CAGE/NCAGE Code Request

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Search Criteria

When the search is done, the "Request New" button will become available.

CAGE/NCAGE Code

Organization Name

Country

City

Postal Code

Phone Number

Identification Number (IDN)

New (N)CAGE Request Success

Your request REF BD15047455707 has been pre-recorded and a VALIDATION Email transmitted to your mailbox DhakaTest123@mycity.org. You have to CONFIRM your request by CLICKING on the link embedded in the Email.

Ok

This confirmation message will appear after you click 'Next' on the previous page.

Please note here the instruction for confirming your request through a validation e-mail.



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You will be notified of your assigned N-CAGE Code by email. This process may take up to 14 business days.



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You must ensure that the data entered for DUNS registration and N-CAGE registration match **identically**.

You can ensure that by:

- saving the information you enter into your DUNS application and referring to it when you submit your N-CAGE application.
- looking up your DUNS record by searching here:
<http://fedgov.dnb.com/webform/searchAction.do>
- looking up your N-CAGE record by searching here:
<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
(enter the name of your organization, country, and city where it is located, and then select the Enter key or click on the magnifying glass icon on the upper right side)